

NPIC/TSSG/RED-139/70
13 May 1970

MEMORANDUM FOR: All RED Branch Chiefs and Secretaries
SUBJECT: Change in Secretarial Duties

1. Effective upon the departure of [redacted] to assume new duties in IEG on 18 May, the following changes will be made:

25X1

[redacted] will assume the duties of Secretary to Chief, RED.

[redacted] will assume the duties of Secretary to RSB.

[redacted] will retain her responsibilities as Secretary to DC/RED and will assume the duties of Secretary to SDB.

[redacted] will retain the duties of Secretary to SA/RED and assume the duties of Secretary to SRB.

2. This arrangement will make a very full workload on each secretary and will work effectively only if a high level of cooperation among secretaries and between secretaries and project officers is continued.

25X1

[redacted]
Chief
Research & Engineering Division

Distribution:

- 1 - ea. Branch Chief & Secretary
- 2 - RED/OCh
- 1 - EO/TSSG
- 1 - TSSG/SSD/PB

Declass Review by
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